

## **DIRECTOR, WORKPLACE SAFETY & RISK MANAGEMENT**

### **CLASS SUMMARY**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for workplace safety and risk management functions and activities, including property and liability, loss control, workers' compensation, and hazardous materials operations and the District's health & wellness benefits programs for eligible employees and retirees. Ensures that these assigned areas remain in compliance with District, local, state and/or federal environmental health and occupational safety laws and regulations.

### **REPRESENTATIVE DUTIES**

- Plans, organizes and directs the District's property and liability, workers' compensation and other insurance programs including: employee health and wellness, student accident insurance, Fine Arts insurance; evaluate claims data; compile loss exposure data; evaluate program cost and structure, deductibles, self-insured retention levels, coverage types, terms and limits and related matters; receives and processes liability claims in accordance with applicable Government Code provisions; submits claims to our third part administrator and monitors the settlement of claims; represents the District with applicable Joint Powers Authorities and outside counsel.
- Collaborates and coordinates loss control activities with various District departments and divisions to identify and correct hazardous conditions and to develop and implement related programs and procedures.
- Reviews and evaluates proposed contracts for Hold Harmless/Indemnification clauses and insurance requirements to determine liability exposure to the District; provide, and exchange Certificates of Insurance with vendors, requestors and facility users and maintain reference file; develops various waivers and releases as needed for a wide range of campus departments.
- Directs the worker's compensation program; participates in the investigation and response to workers' compensation claims filed against the District; evaluates claims and approves or recommends settlement or litigation options based on interpretation and application of established laws and investigative results; attends related depositions and hearings; coordinate with departments to safely return injured workers back to work with transitional job assignments; analyzes claims ; evaluate and recommends the selection of medical providers; advise employees regarding workers' compensation policies and procedures. Assures compliance with applicable federal, state and local laws and regulations.
- Administers the employee medical, dental, vision and life insurance programs, flexible spending programs, and ensures compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements; coordinates the District's Benefits Committee; participate in the review, evaluation and selection of vendors and brokers/consultants; calculates annual benefit rates for four active employee groups and twelve retiree groups according to applicable Collective Bargaining Agreements; monitors hours worked for ACA compliance and calculates annual 1095-C forms for all benefitted employees and the IRS.
- Develops, implements, and maintains programs to ensure compliance with CAL/OSHA and other local, state, federal safety regulations; serves as liaison to CAL/OSHA and other regulatory agencies in the matters of employee workplace safety; coordinates facilities inspections to ensure that hazards are identified and corrected; maintains the Employee Injury and Illness Prevention Program to identify areas of high injury or accident rates and to develop reduction measures; develops educational, technical and promotional materials, posters, brochures, newsletters etc.; participate in the various safety committees at the District; maintains the Risk Management website; functions as the Safety Officer under mandated Cal-OSHA standards; coordinates and conducts training sessions and in-services for staff concerning workplace safety and risk management programs, issues, and related policies and procedures; ensures mandated records and reports are completed according to established guidelines; Administers the District's Chemical Hygiene Plan and acts as a resource for the District's Chemical Hygiene Officers.

Conducts ergonomics assessment and facilitates acquisition of recommended ergonomics equipment subsequent to the ergonomic evaluations; acquires contracted services and coordinates industrial hygiene, exposure

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- assessments, indoor air quality and hearing conservation projects, interprets the results, disseminates the data to applicable personnel and ensures recordkeeping requirements are adhered to in accordance with CAL OSHA recordkeeping requirements.
- Administers the District's hazardous materials program including waste minimization procedures; reviews chemicals used by the District and maintains the on-line chemical inventory and Safety Data Sheet program; coordinates the removal of hazardous materials/wastes in compliance with local, state, and federal guidelines; serves as the liaison with the Orange County Health Department and local fire department for facility inspections as it relates to hazardous materials; completes and submits the Hazardous Materials Business Emergency Plans to the proper agencies for each campus.
- Prepares, administers and monitors annual budgets for health and workplace safety, risk management programs; authorizes expenditures according to District policies and regulations
- Develop and assist in the formulation and revision of District policies and procedures related to workplace safety & risk management
- Oversees the DMV Pull Notice program for the District.
- Coordinates and participates in the reasonable accommodation process in order to comply with the Americans with Disabilities Act.
- Selects, trains, and supervises assigned personnel.
- Attends conferences, professional development workshops, trainings and seminars to keep abreast of industry practices, trends, health, workplace safety, risk/loss control legislative and regulatory changes.; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.
- Participates on the Title IX committee.
- Performs related duties as assigned.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator/manager. Supervises assigned technical and clerical employees.

**DESIRABLE QUALIFICATION GUIDE**

**Education and Experience**

Bachelor's Degree from an accredited four-year college or university with major coursework in safety, environmental safety, risk management or a related field (experience may be substituted above the level of an AA degree on a year for year basis), and five (5) years of increasingly responsible experience working with safety and risk management programs, including two (2) years of supervisory experience.

Desirable Qualifications:

Associate or Certified Safety Professional (ASP/CSP), Certified School Risk/loss control Manager (CSRSM), Associate in Risk Management (ARM) certification or Industrial Hygienist (IH) certification. OSHA outreach trainer/10 or 30-hour certification in general industries or construction. HAZWOPER certification. Experience in the California Community College environment.

Knowledge and Abilities

Knowledge of principles and practices of business/ public administration and insurance. Local, state and federal safety, environmental and hazardous waste codes and regulations. Biological and chemical safety standards and practices, laboratory safety procedures, physical hazard and safety engineering. Current industry safety standards

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Skills: in communicating effectively with staff, students and the public.

Ability to: understand, interpret and apply laws, rules, regulations, and policies pertaining to insurance and worker's compensation; collect, analyze, interpret and evaluate data, draw sound conclusions, and make appropriate recommendations; write concise, understandable, and legally appropriate reports; make clear and effective oral presentations; cope with novel and difficult problems; establish and maintain cooperative and effective relationships with employee organization representatives, insurance carriers, attorneys, district officials, and others; train, supervise and evaluate the work of subordinates. Must be proficient in the use of word processing programs and spreadsheet applications.

Required License: a valid California driver's license with a good driving record.

Physical Demands Must possess ability to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle This position occasionally bends, stoops, kneels, and reaches to conduct safety and workers' compensation inspections. Occasionally, this position requires the employee to lift, carry, push, and pull materials and objects up to 50 pounds when working with hazardous material containers.